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AUTHOR Hull, William L.
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ABSTRACT

Activities of the Resource and Referral Service (RRS), a central service contractor to the Research and Development Exchange (RDx), are documented for the period between March 1, 1977, when Phase II was funded, to November 30, 1977. Product outputs from RRS are described and related to project objectives. The objectives, which correspond to components in RRS, are to develop a comprehensive resource base, provide prompt responses to inquiries for resource information, conduct a prototype information resources workshop, and design a research and development program. Titles of available Mini-Lists of resource organizations are identified, visits of consultants are discussed, and the participation of RRS and RDx activities are described. A list of resources mailed to regional exchanges and monthly transaction/interaction summaries and analysis sheets are appended. (Author/JPF)

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FINAL REPORT

PHASE II: RESOURCE AND REFERRAL SERVICE, RESEARCH AND DEVELOPMENT EXCHANGE

William L. Hull

The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

December 12, 1977

IR006350

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* Operating information systems and services
* Conducting leadership development and training programs

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ABSTRACT

Title: Final Report, Phase II: Resource and Referral Service, Research and Development Exchange

Contract Number: NIE 400-77-0001

Duration: March 1, 1977 to November 30, 1977

The Resource and Referral Service (RRS) is a central service contractor to the Research and Development Exchange (RDx). Product outputs from RRS are described and related to project objectives. The objectives which correspond to components in RRS, are: (1) to develop a comprehensive resource base, (2) to provide prompt responses to inquiries for resource information, (3) to conduct a prototype information resources workshop, and (4) to design a research and development program. Titles of available Mini-Lists of resource organizations are identified, visits of consultants are discussed, and the participation of RRS in RDx activities is described in this report. Monthly transaction and interaction summaries are attached.

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I. INTRODUCATION

This report covers the time frame from March 1, 1977 when Phase II was funded to November 30, 1977. It does not duplicate the information contained in the two previous quarterly reports submitted on June 7, 1977 and August 31, 1977. Therefore most of the content in this report relates to the third quarter of the project, from September 1, 1977 to November 30, 1977. Much of the scope of work has been reported in substantive reports such as the report on the Information Resources Workshop. The report is divided into three sections: (1) the introduction, (2) achievement of scope of work objectives, and (3) utilization of personnel.

A. Purpose

The primary purpose of this report is to document the events which have taken place in the Research and Referral Service contract during Phase II of the planning period. The discussion will explain some of the cohesive relationships which have begun to develop with the RDx contractors and with other educational dissemination agencies. A list of consultants and visitors is included in this report.

B. System Relationships

With the Regional Exchanges

The weekly telephone calls, system meetings, and transaction requests have provided an opportunity for RDx members todevelop a common bond as they strive for collective objectives. RRS members will have had face-to-face interactions with all of the Rxs except SEDL by the time this report is received by the sponsor. SEDL was one of two high transaction Rxs indicated in the report on transaction requests. The second quarterly report indicated an interactive meeting with the AEL staff at a linker training conference conducted by them and the Linker Training Service in August. John Peterson and Kay Adams of the RRS staff held several discussions at CEMREL and in the Illinois Office of Dissemination while planning the Information Resources Workshop. Virginia Thompson traveled to CVE for the purpose of discussing RDx relationships, in particular the RRS resource bank and the NWREL depository of R&D products. Bill Hull visited RBS and RISE briefly on December 6, 1977 for the purpose of discussing RDx activities. Two members of SEDL attended the Information Resources Workshop but no one from SEDL visited RRS or vice versa. All of the above activities contain elements of cost-sharing activities among the participants, indicating a desire to forge an interdependent RDx system. The following agreements reached during the Virginia Thompson visit represent Areas of Cooperation Between NWREL Rx and RRS.

1. Responses to Linkage training requests will list the Linkage Training Service at NWREL. The RRS Access Organization file includes several agencies which conduct linkage services but the RDx depository for linkage training materials is NWREL

2. The Rx will send routine notices of field requests to RRS, so RRS will know what resource organizations within the region are being used.

3. RRS technical assistance in the area of information resources is available to the Rx. It may be used in the form of a symposium planned on information resources during the next contract period.

4. Compatible formats for filing and abstracting organizational resources and document resources should be designed for RRS and Rxs respectively.

With the Resource Organizations

System relationships continue to be good with resource organizations, in particular the ERIC Clearinghouses. Not only did ERIC contribute of its staff for the Information Resources Workshop, but the Clearinghouses have made available many documents on a complimentary basis to the regional exchanges. The August quarterly report contains an extensive list of such ERIC documents. The latest letters are contained in Appendix A.

Increasingly, resource organizations, both R&D organizations and organizations which access R&D products, are describing RRS and RDx in newsletters to their members. A listing was included in the October 28, 1977 issue of HumRRO Highlights, an announcement is planned for the December 1977 bulletin of the Gifted and Talented National/State Leadership Training Institute, and a citation will appear in a future issue of the National Science Teachers Association newsletter "Energy and Education." All of these announcements resulted from the resource organizations being listed in RRS Mini-Lists.

Opportunity exists for RRS and RDx to have an impact on the development of products in R&D organizations. In some cases, a telephone call to inquire about available products for a response to a request is sufficient to stimulate increased interest in the topic. In other cases, products are identified

which have been field-tested but not packaged for dissemination. Sometimes the organization is not geared for marketing. RRS received a telephone inquiry recently from an Iowa State Department official looking for a marketing organization for a product. He was referred to Dane Manis at CEMREL. One is left with the impression that much can be done to make R&D organizations more accessible. This is the focus of the RRS research program.

With the Sponsor

Frequent communication occurs between RRS and the sponsor representatives. The RRS monitor communicates by telephone or sends information as often as once a week. Several documents have been received from NIE which have been helpful in request search activities. The participation of Mildred Thorne in the Information Resources Workshop was appreciated. RRS also received help from Jenny Johnson and Larry Hutchins of the NIE staff during visits to CVE. Table 1 contains a listing of consultant and visitor interactions with RRS staff.

TABLE 1

SCHEDULE OF CONSULTANTS/VISITORS

Date	Person	Description of Task(s)
June 15, 1977	William Paisley[1], Professor of Communications, Stanford University Stanford, CA.	A review of the RRS R&D Conceptual Framework and discussion with the RRS staff
September 6, 1977	Jenny Johnson, Information Specialist, School Practices and Services Division, National Institute of Education	A review of procedures for storing and retrieving resource information in the data bank
September 23, 1977	Larry Hutchins, Chief, School Practices and Services Division, National Institute of Education	Orientation to the RRS scope of work, brief examination of the data bank, and discussion about education extension agents
October 4-5, 1977	Carolyn Trohoski[1], Assistant Director, RISE, King of Prussia, PA	Keynote speaker for the Information Resources Workshop
October 4-5, 1977	Ruth Gordon, Coordinator of User Services, ERIC/Career Education, Columbus, OH	Served as discussion leaders in the Information Resources Workshop.
	Norma Howard, Computer Search Services Director, ERIC/Early Childhood Education, Urbana, IL	"
	Kathleen Jezierski, Program Assistant, AIM/ARM, Columbus,	"
	Mindy Klein, Assistant Director, ERIC/Early Childhood Education, Urbana, IL	"
	Holly O'Donnell, Coordinator of User Services, ERIC/Reading and Communications Skills, Urbana, IL	"

[1]Individuals served as either paid or non-paid consultants to RRS.

TABLE 1 con't

Date	Person	Description of Task(s)
	Linda Reed, Assistant Director, ERIC/Reading and Communications Skills, Urbana, IL	"
	Mima Spencer, Associate Director, ERIC/Early Childhood Education, Urbana, IL	"
October 12, 1977	Geoffrey Melling, Director Further Education Curriculum Review & Development Unit, London, England	A comparison of RDx capabilities to national information systems in England
November 14, 1977	Elaine Eigeman, Joe Brooks Information Specialists, School of Education Indiana University Bloomington, IN	A review of how to access RRS resources from a state education agency perspective
November 14, 1977	Marshall Saskins[1], Associate Professor of Management, Memphis State University, Memphis, TN	A review of the revised R&D framework and assistance in the development of the R&D operational plan
November 14, 1977	Virginia Thompson[1], Director, Dissemination Program, NWREL, Portland, OR	A review of the ways RRS and NWREL can increase and improve their cooperative RDx activities

II. ACHIEVEMENT OF SCOPE OF WORK OBJECTIVES

This section of the report is organized by two types of deliverables: (1) product outputs from the project, and (2) participation in RDx system meetings. RRS staff members have participated in several other meetings with regional exchange members and others as noted in Section 1 of this report.

A. Delivery of Products

Table 2 contains a listing of the products from RRS during this nine-month contract, their due dates and completion dates. Each product output is discussed briefly and related to a contract objective in this section of the report.

Obtain Comprehensive Information About Resources

Activities have continued under this objective throughout the nine-month period to construct the Resource Data Bank. The RRS files have grown to include 226 organizations. As was explained in the third quarterly report, these organizations have been designated as being resource organizations (127), access organizations (48), and state organizations (51).

In addition to the 226 organizations that have been processed, 218 organizations have been identified for possible inclusion in the file and letters requesting information have been sent to these organizations. This represents a total of 444 organizations identified to date.

A refinement that has been made in the construction of the resource bank is the subdivision of many of the organizations into divisions, bureaus etc. This was necessitated by the abundance of materials available from some

TABLE 2

PRODUCT DELIVERY SCHEDULE

Deliverable	Description	Date Due	Completion Date
1. RRS Brochure	This brochure describes RRS and its relationship to other RDx activities.	4/8/77	6/3/77
2. Workshop Program	This tentative program identified the activities to be conducted at the Information Resources Workshop.	5/13/77	5/13/77
3. Workshop Materials	These materials supported the activities at the Workshop.	6/3/77	6/19/77
4. Draft R&D Conceptual Framework	This preliminary framework attempted to incorporate existing state-of-the-art literature search paper conclusions into a conceptual framework on information resources.	6/3/77	6/20/77
5. Information Workshop Report	This report describes the events which took place in the development and conduct of the workshop.	11/4/77[1]	11/4/77
6. Draft RRS Operational Plan	This operational plan describes activities likely to take place during the next six months of the contract.	8/29/77[1]	8/29/77
7. Interim Report on R&D	This report describes the development of the conceptual framework and related activities associated with the specification of the final R&D plan.	9/23/77	12/15/77[2]
8. General Contacts Report	Contacts between RRS and organizations within and external to RDx are contained in this report.	9/30/77	10/7/77
9. Responses to Requests	This report describes responses to requests from the RDx regional exchanges	9/30/77	10/11/77
10. Summary of User Services	This report describes the user services which exist at the present time and are possible in the future.	10/21/77	11/3/77

[1]These revised dates were based on changes in programmed activities.

[2]This is a realistic estimate of the product delivery date.

TABLE 2 con't

Deliverable	Description	Date Due	Completion Date
11. Final Operaional Plan for RRS	This plan describes RRS activities from December 1, 1977 through May 31, 1978.	11/1/77[1]	11/4/77
12. Resource Information Packages	These packages are lists of resource organizations on specific topics of interest.	11/4/77	11/30/77
13. List of available resource packages	This list is included in this final report.	11/11/77	11/30/77
14. Workshop Evaluation Report	This report evaluates the Information Resources Workshop.	11/18/77	11/15/77
15. Resource Base Format	This report discusses the format of the data bank information and the desirability of publishing a directory.	11/18/77	12/15/77[2]
16. Final R&D Plan	Beginning and future potential R&D studies of information resources are described in this report.	11/25/77	12/15/77[2]
17. Instrumentation for the Initial R&D	Draft instruments for conducting the initial stages of the R&D plan are contained in this report.	11/25/77	12/15/77[2]
18. Final Report	This report documents activities which have taken place during this contract period.	11/25/77	12/12/77[2]

of the organizations.

All of the organizations have been indexed using ERIC descriptors and the ERIC format for identifiers. Identifiers include project names, test names, project reports, and legislation.

During the third quarter of the contract, it was necessary to add an additional form letter to follow-up non-responses to the invitation to become a part of the Resource Bank. This letter is in Appendix B.

Other than the descriptive brochure which was completed in the Spring and the final plan for continuation of RRS, the only deliverable was a report on the format for the Resource Data Bank. A profile sheet for each Resource Organization was circulated among the regional exchanges and contained in the first project quarterly report. This form was reviewed again in a survey which was completed by the Rxs in late November. The results of this survey are contained in the data bank format report.

Provide Prompt Service

The product outputs for this objective are contained in four different products: the General Contacts Report, which references the number of telephone, letter, and interpersonal contacts between RRS and the Rxs; the Responses to Requests Report, which analyses the number and type of transactions each month; the User Services Report, which specifies types of services available from RRS at the present time and potential services for the future; and the resource information packages, better known as the RRS Mini-Lists. Table 3 contains the list of available resources packages. These Mini-Lists have proven to be very popular. Over 3,000 copies of some topics have been distributed to resource organizations, regional exchanges, and other organizations.

TABLE 3

LIST OF AVAILABLE RESOURCE PACKAGES

1. Performance-Based Education: State Minimal Requirements for High School Graduation
2. Evaluating the Technical and Professional Performance of Teachers[1]
3. School Energy Needs
4. Assessing Student Competencies
5. Improving The Reading Ability of Adults
6. Metric Education
7. Upgrading Basic Skills Through Citizen Involvement
8. Innovative Programs for Gifted and Talented Students
9. K-12 Instructional Materials on Women's Education Equity[1]
10. Developing Individualized Education Programs (IEP's) for Handicapped Students

[1] available after January 15, 1978.

The monthly transaction and interaction sheets for the third quarter are attached in Appendix C.

Improving the Cability of Rxs to Utilize Existing Information Resources

Products associated with this objective all relate to the prototype Information Resources Workshop conducted for state and local personnel. The products were a workshop program, workshop materials, a workshop, and an evaluation report.

This Information Resources Workshop was conducted at Springfield, Illinois in cooperation with the CEMREL Regional Exchange and the Illinois Office of Education on October 4-6, 1977. A total of 72 people attended the workshop. Speakers were from five different dissemination projects: Research and Information Services for Education (RISE), AIM/ARM, and the ERIC Clearinghouses for Career Education, Early Childhood Education, and Reading and Communication Skills. Dane Manis, Director of CEMREL Rx, included a complete description of RDx during his opening remarks. Brochures about RDx and the R&D Report were given to each participant.

An 80-page notebook, Information Resources--1977, was prepared for the workshop and a copy was given to each participant. This notebook contained one-page summary sheets on 32 databases and 13 dissemination systems. One of the one-page summary pages was on the RDx dissemination system. A computer search was conducted of 20 of the databases using the question: "How can the reading ability of adults be improved?" Samples from these searches followed the databases. An additional 20 databases that might be of interest to educators were listed. It is planned to update and expand the notebook during the next six-month period.

Evaluative comments on the workshop were very favorable. A pre-post evaluation of participants, post session written comments, a panel discussion at the conclusion of the workshop, and a final evaluation were all positive. Unsolicited letters and telephone calls from several participants and from Central ERIC indicated the workshop was a success. These letters are on file in the RRS office. Indications from the Regional Exchanges at CEMREL and SEDL are that they plan to replicate the workshop for some of the states in their region. States that will be included in these workshops are Michigan, Minnesota, Oklahoma, Wisconsin and, possibly, New Mexico. RRS will be providing technical assistance to these workshops. Complete discussions of the workshop are contained in the "Report on the Information Resources Workshop" and "Evaluation of the Information Resources Workshop," dated November 4, 1977 and November 15, 1977, respectively.

The workshop was an excellent example of how various dissemination organizations can work together. Cooperation was received from state organizations (Illinois Resource and Dissemination Network and RISE), a Regional Exchange (CEMREL Rx), three ERIC Clearinghouses (Career Education, Early Childhood, and Reading and Communication Skills), and AIM/ARM, with a RDx Central Service (RRS).

Design an R&D Program

This objective has four products associated with it: an R&D Conceptual Framework, which incorporated existing knowledge into a paradigm of relationships; an Interim Report, which describes how the framework was developed and indicates the status of the R&D; a Final R&D Plan, which delineates the scope

and sequence of existing and potential R&D activities; and a set of instruments for initial R&D activities. This component has lagged in its development due to the amount of effort required to make RRS operational. However, all reports are expected to be completed by December 15, 1977.

B. Participation in System Meetings

Table 4 contains dates of RDx system meetings and a brief comment on contributions made by RRS staff members. A lot of informal communication took place among contractors at each meeting. In particular, the Dissemination Forum resulted in informal meetings held between RRS staff members and Pauline Atherton, Dick Herlig, Jerry Fletcher, Greg Benson, and others on various topics related to the project scope of work.

Many other meetings have been held with educational dissemination personnel during this contract period. RRS was representated at a leadership conference sponsored by the National Dissemination Leadership Project in early March 1977. An AEL Rx meeting on linker training was attended by an RRS staff member. RRS participated in a CEMREL regional planning meeting in advance of the RRS conducted workshop in Information Resources in Illinois October 4-6, 1977. An RDx writers' workshop was attended by RRS staff prior to the Illinois workshop. Thus, a great deal of interaction among RDx contractors has taken place during these nine months.

TABLE 4

CONTRIBUTIONS AT SYSTEMS MEETINGS

Meeting Date	Descriptions
3/30/77-4/1/77	Agreement was reached on roles for RDx contractors; a tentative date for an information resources workshop was established.
6/19/77-6/23/77	RRS representatives participated in events of the 1977 Dissemination Forum; informal meetings were held with non-RDx dissemination contractors; and preliminary Information Resources workshop materials were shared with RDx contractors.
8/29/77-9/1/77	The draft operational plan was discussed; inputs were received on the content of the Mini-Lists, the format of a resource organization file or directory, and interaction with the RDx Advisory Council took place.

III. UTILIZATION OF PERSONNEL

RRS has been able to increase both the number of personnel and the differentiation of assignments as the project has become operational. It has grown from three part-time staff members in March, 1977 to over three Full Time Equivalent (FTE) staff members in recent months. In addition, expertise has been obtained at no or very little expense to the project to aid in activities such as the Information Resources Workshop. At the present time, the RRS staffing pattern is as follows: Joel Magisos, Associate Director, 0.1 FTE; William Hull, Project Director, 1.0 FTE; John Peterson, Specialist, 1.0 FTE; Kacey Obremski, Program Assistant, 0.5 FTE; James Bina, Research Associate, 0.5 FTE; and Fran Ward, Secretary, 1.0 FTE. Another FTE is planned for the next contract period to be assigned to resource organization search activities.

APPENDIX A

RESOURCES MAILED TO REGIONAL EXCHANGES

THE CENTER FOR VOCATIONAL EDUCATION

MEMORANDUM

DATE: September 21, 1977

DISTRIBUTION:

TO: Regional Exchange Contractors

FROM: William L. Hull *Bill*

SUBJECT: RRS Mini-Lists

Enclosed are 200 copies each of two Mini-Lists entitled:

"Performance-Based Education: State Minimal Requirements for High School Graduation", and

"Improving the Reading Ability of Adults."

Let me know if you can use more copies. We are completing the other topics as rapidly as possible.

Please write us with additional suggestions for future Mini-Lists. These should be anticipated high-request topics.

cc: 10 copies of each Mini-List have been sent to each of the national service contractors and the sponsor.

THE CENTER FOR VOCATIONAL EDUCATION

MEMORANDUM

DATE: September 29, 1977 DISTRIBUTION:

TO: Regional Exchange Contractors

FROM: William L. Hull Bill

SUBJECT: RRS Mini-List

Enclosed are 200 copies of the Mini-List entitled:

"RESOURCES FOR DEVELOPING INDIVIDUALIZED EDUCATION PROGRAMS (EPs) FOR HANDICAPPED STUDENTS."

You will recall that the Mini-Lists are proactive shelf products identifying selected resource organizations on anticipated high-volume questions. The Mini-Lists have an expected half-life of six months.

Let me know if you can use more copies. We are completing the other topics as rapidly as possible.

Please write us with additional suggestions for future Mini-Lists. These should be anticipated high-request topics.

P.S. Ten copies of the Mini-List have been sent to each of the national service contractors and the sponsor.

THE CENTER FOR VOCATIONAL EDUCATION

MEMORANDUM

DATE: November 23, 1977

TO: Regional Exchanges

FROM: John Peterson RRS

SUBJECT:

DISTRIBUTION: George Love
Dane Manis
Ann Matthews
Richard McCann
Preston Kronkosky
Stanley Chow
Ed Myers
Mary Saily
Mildred Thorne

Enclosed are 200 copies of a new RRS Mini-List:

Resources for Metric Education.

Ten copies of this Mini-List are also being sent to each of the RDx Support Services and to the monitor.

fw

THE CENTER FOR VOCATIONAL EDUCATION

MEMORANDUM

DATE: November 30, 1977

TO: Regional Exchanges

FROM: John Peterson, RRS JCP

SUBJECT:

DISTRIBUTION: George Love
Dane Manis
Ann Matthews
Richard McCann
Preston Kronkosky
Stanley Chow
Ed Myers
Mary Saily
Mildred Thorne

Enclosed are 200 copies each of three new RRS Mini-Lists:

Resources for School Energy Needs

Resources for Innovative Programs for Gifted and Talented Students

Resources for Upgrading Basic Skills Through Citizen Involvement

Ten copies of each of these Mini-Lists are also being sent to each of the RDx Central Services and to the project moditor.

fw

THE CENTER FOR VOCATIONAL EDUCATION
The Ohio State University • 1960 Kenny Road • Columbus, Ohio 43210
Tel: (614) 486-3655 Cable: CTVOCEDOSU/Columbus, Ohio

MEMORANDUM

DATE: November 22, 1977

TO: ERIC Clearinghouse Directors

FROM: Joel H. Magisos

SUBJECT: Appreciation for ERIC information analysis products and user service resources

DIST: Dr. Arthur M. Cohen
Dr. Peter A. Eddy
Dr. Everett Edington
Dr. Donald P. Ely
Dr. Donald Erickson
Dr. Jonathan D. Fife
Dr. Edmund W. Gordon
Dr. Robert W. Howe
Dr. Lilian G. Katz
Dr. Karl Massanari
Dr. S. Donald Melville
Dr. Irving Morrissett
Dr. Bernard O'Donnell
Dr. Marla Peterson
Dr. Philip Piele
Dr. Garry R. Walz

On behalf of the Resource and Referral Service of the RDx, I am expressing our appreciation for the ERIC materials which have been made available to RRS and the Regional Exchanges in the RDx network. Materials have been received and mailed to regional exchanges from the following clearinghouses:

ERIC Clearinghouse on Science, Mathematics and Environmental Education

ERIC Clearinghouse on Reading and Communications Skills

ERIC Clearinghouse on Teacher Education

ERIC Clearinghouse on Higher Education

ERIC Clearinghouse on Urban Education

We would appreciate documents from the other Clearinghouses as they become available. The number of regional exchanges are likely to increase; therefore, we are asking you to send ten copies of each Future document selected.

Thank you for your help in building resources at regional exchange.

fw

THE CENTER FOR VOCATIONAL EDUCATION
The Ohio State University • 1960 Kenny Road • Columbus, Ohio 43210
Tel: (614) 486-3655 Cable: CTVOCEDOSU/Columbus, Ohio

In accordance with our practice of forwarding materials to you from the ERIC Clearinghouses, enclosed are additional materials from the Clearinghouse on Urban Education and the Clearinghouse on Higher Education.

Sincerely,

Joel H. Magisos
Associate Director
Information and Field Services

Enclosures: "ERIC Clearinghouse on Urban Education"
"IRCD Bulletin"
"ERIC CUE"
"ERIC/Higher Education Publications List 1968-1976"
"List of Publications 1976-1977"
"ERIC Clearinghouse on Higher Education"

SEP 30 1977

TEACHERS COLLEGE COLUMBIA UNIVERSITY

NEW YORK, NEW YORK 10027

ERIC CLEARINGHOUSE
ON URBAN EDUCATION
Box 40

September 22, 1977

Dear ERIC Clearinghouse Director:

At the recent ERIC Directors meeting (June 20-21, 1977), we created a committee of Directors to work with components of the R and D Exchange. From this relationship we hope to bring ERIC resources and services circumstantially into the work of the R and D Exchange. In this way we hope that ERIC can be seen as something more than a data base. The members of the committee are Bernard O'Donnell, Philip Piele, Kit Welsh, and me.

As a first step we are asking you to identify and collect any Clearinghouse information analysis products or user services resources (bibliographies, guides, resource lists, and so forth) relating to basic skills education in the language arts and reading and mathematics. Bringing R and D results in basic skills education to practitioners is presently the primary thrust of the R and D Exchange. Six (6) copies of these resources should be sent to Joel Magisos at the Center for Vocational Education at Ohio State University, which functions as the Resource and Referral Service of the R and D Exchange network. We realize that some Clearinghouses will not have such products or resources, given their subject scope, but at a minimum each Clearinghouse should send Joel a full statement of its scope, activities, products, and services.

If you send products and resources related to basic skills education to the Resource and Referral Service, I would appreciate your telling me so that I can keep a complete record on our efforts as a system to link up with the R and D Exchange network. If you have already done so, please consider this note a thank you.

I think we should do everything reasonably possible to create this linkage. I welcome any suggestions.

Sincerely,

Erwin Flaxman

Erwin Flaxman
Associate Director

EF:ie

EQUAL OPPORTUNITY EMPLOYER

APPENDIX B

RRS FORM LETTERS

(Added 9/1/77 - 11/30/77)

THE CENTER FOR VOCATIONAL EDUCATION
The Ohio State University • 1960 Kenny Road • Columbus, Ohio 43210
Tel: (614) 486-3655 Cable: CTVOCEDOSU/Columbus, Ohio

In an earlier letter we invited your organization to become a member of the Resource and Referral Service (RRS). For your information a brochure describing the RRS resource bank is enclosed.

We would appreciate your participation in this new network and look forward to receiving informational literature including brochures, publications catalogs, project information and directories describing your organization.

Sincerely,

William L. Hull
Project Director

WH:fw

Enclosure

APPENDIX C

MONTHLY TRANSACTION/INTERACTION SUMMARIES

AND ANALYSIS SHEETS

MONTH November 1977

J. Peterson
December 1, 1977

ANALYSIS OF TRANSACTION LOGS

Transactions completed this month included four topics on the following subjects: developing instructional manuals for educational television, evaluation instruments used in assessing educational television programs, linker training programs available to state and regional staff, and organizations which had developed linker training assessment instruments. Three of the requests were from AEL and the other was from FWL.

MONTH November 1977

J. Peterson
December 1, 1977

ANALYSIS OF INTERACTIONS

RRS interactions for the month of November held constant at 146. Most of the interactions were for the preparation of Mini-Lists (45 contacts). Approximately 20% of the interactions were related to responding to Transaction Logs (31 contacts) and 20% for requesting information for the data bank (32 contacts). Twelve contacts were to verify the information contained in an organization's data bank profile, six were related to the workshop, and the rest were of a miscellaneous nature.

Month/Year November, 1977

RRS Transaction Summary

Log #	Person/ Organization	Date Initiated	Date Completed	Comment
71	Marcia Lynch AEL	9/8/77	11/30/77	ETV Instructional manuals
84	Paul Hood/FWL	10/14/77	11/18/77	Linker Training Assessment Instruments
85	Sandy Orletsky/AEL	10/25/77	11/11/77	State or regional linker training programs
86	Sandy Orletsky/AEL	11/1/77	11/10/77	ETV evaluation instruments

MONTH October, 1977

W. Hull
November 2, 1977

ANALYSIS OF THE TRANSACTION LOGS

Transactions completed this month included five relatively unrelated topics on the following subjects: competency-based education, accreditation standards for middle schools, metric education, a list of resource organizations in reading, and the enrollment of black students. Three requests from state-level organizations (SEAs and colleges) came through AEL this month. One request was from NWREL and the other was from NIE.

ANALYSIS OF THE INTERACTIONS

RRS interactions for the month of October increased to 150. Most of the increase over last month's interactions was accounted for by the inclusion of Data Bank building activities. About one-third of the interactions (47 contacts) were the result of responding to transaction requests. Another third (49 contacts) were associated with the identification and verification of information for Mini-Lists. Thirty-one contacts were exclusively Data Bank building activities. Twelve contacts were related to the Information Resources workshop, and eleven contacts were of a miscellaneous nature.

Month/Year October, 1977

RRS Transaction Summary

Log #	Person/ Organization	Date Initiated	Date Completed	Comment
57	Marcia Lynch/AEL	7/22/77	10/11/77	Competency-Based Education .
76	Marcia Lynch/AEL	9/19/77	10/20/77	Accreditation Standards for Middle Schools.
80	Ann Matthews/NWREL	10/11/77	10.11/77	Metric Education
82	Mildred Thorne/NIE	10/19/77	10/31/77	Resource Organizations in Reading
83	Sandy Orletsky/AEL	10/24/77	10/31/77	Enrollment of Black Students

Month September, 1977

W. Hull
October 7, 1977

ANALYSIS OF THE TRANSACTION LOGS

Transactions completed this month have almost quadrupled (15 responses) compared to the average of the past 6 months (4 responses). This increased activity can be attributed to (1) the beginning of the school year and (2) the increased involvement of some Rxs with State Education Agencies and Intermediate Service Units. Eleven of these requests came from AEL. Five were in the area of basic skills (reading, math, competency-based education), four focused on students with special needs (the illiterate, disadvantaged, and handicapped), and two were in the area of student learning.

ANALYSIS OF THE INTERACTIONS

RRS interactions increased this month to 103. About half (48contacts) related to transaction responses, and one quarter of the interactions (24 contacts) involved the verification of resource information prepared for the Information Resources Workshop. Information obtained from these responses as well as the verified resource materials were incorporated into the Data Bank. Seventeen of the contacts included preparation for the Information Resources Workshop. Five contacts related to the preparation of Mini-Lists, and none of the contacts were on routine activities such as the weekly phone calls to the regional exchanges. Not recorded for the month of September, were 64 letter contacts with resource organization personnel. These letters requested information about potential organizations for the RRS Data Bank.

Month/Year September, 1977

RRS Transaction Summary

Log #	Person/ Organization	Date Initiated	Date Completed	Comment
62	Dick Bingman/McRel	8/26/77	9/12/77	Criterion-referenced Curriculum
63	Dick Bingman/McRel	8/26/77	9/8/77	Readability Scores
64	Sandy Orletsky/AEL	9/2/77	9/9/77	Energy Conservation
65	Sandy Orletsky/AEL	9/2/77	9/2/77	Learning Environment
66	M. Lynch/AEL	8/18/77	9/15/77	Achievement in Schools
67	D. Manis/CEMREL	8/30/77	9/22/77	Program/Product Selection Procedures
68	M. Lynch/AEL	9/7/77	9/9/77	Management Information Systems
69	M. Lynch/AEL	9/7/77	9/9 phone 9/13 letter	Achievement of Disadvantaged Youth in basic skills.
70	M. Lynch/AEL	9/6/77	9/9/77	Teaching Reading Through Math
72	M. Lynch/AEL	9/8/77	9/13/77	Illiterates in Basic Studies
73	S. Orletsky/AEL	9/13/77	9/19/77	Information Search Strategy
74	M. Lynch/AEL	9/15/77	9/15/77	Gifted and Talented Student Programs
75	M. Lynch/AEL	9/15/77	9/29/77	Occupations for the Handicapped
77	M. Lynch/AEL	9/21/77	9/27/77	Mainstreaming Handicapped Students
78	D. Mitroff/RBS	9/20/77	9/27/77	Competency-Based Education